

Administrative Training Programme

Non-Teaching staff serves as the backbone of any institution. Hence, a special attention to its training becomes a necessity. Periodic trainings and workshops conducted for the non-teaching staff plays a significant role in uplifting the confidence and morale of the staff. This automatically results in bringing positive changes in the administration and environment of the institution.

Recognizing this importance of training, IQAC and management of DES' Kirti M. Doongursee College organized administrative training programme for its non-teaching/support staff. The training was conducted during 18th April 2022 to 22nd April 2022. Trainers of the programme were Dr. Renuka Savant and Dr. Kasturi Naik from DES' Navinchandra Mehta Institute of Technology and Development, Department of MMS. Both the trainers made the sessions very interactive and interesting with multiple activities. Principal Dr. D.V. Pawar gave opening remarks on all four days. The training underscored the importance of ABCs for administrative staff implying A-Appearance, B-Behaviour and C- Communication. It also gave a number of practical tips for stress management. Total 101 staff members participated in the said training programme.